

Applicant User Guide

Contents

Important Notes for Applicants	1
Job Alerts.....	2
Search for Jobs.....	3
Returning Users	4
New Users (Create an Account)	5
Applying for the Job	6
Adding Attachments	9
Submitting the Application	10
Helpful Information for the Job Seeker	11

Important Notes for Applicants

- Website URL: <http://statejobs.nebraska.gov/>
- Applicants must have their own unique email account. Many websites allow you to establish free email accounts. Here are some free email websites:
mail.yahoo.com
mail.AOL.com
mail.google.com
- For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-855-524-5627. Leave your contact information and a representative will contact you.
- Nebraska State Government participates in the Federal immigration verification system (**E-Verify**) to determine the work eligibility status of all newly hired employees.
- Before searching for job opportunities, read the "[Important Instructions – Read Before Applying](#)" message.
- After creating an account, make sure to keep a record of your Username and Password.

Applicant User Guide

Job Alerts

You can complete a Job Interest Card for each job category of your interest. You will receive email notifications for the next 12 months when a position in that category becomes available. We will also send you a reminder email in 11 months to give you the opportunity to extend your notification for another year.

Select Category	Select All Categories	Clear All Categories
<input type="checkbox"/> Accounting and Finance	<input type="checkbox"/> Administration	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Automotive	<input type="checkbox"/> Building Maintenance	<input type="checkbox"/> Clerical & Data Entry
<input type="checkbox"/> Communications	<input type="checkbox"/> Corrections	<input type="checkbox"/> Counseling
<input type="checkbox"/> Education	<input type="checkbox"/> Electronics	<input type="checkbox"/> Engineering
<input type="checkbox"/> Food Services	<input type="checkbox"/> Grounds & Landscaping	<input type="checkbox"/> Health Education
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Services	<input type="checkbox"/> Insurance
<input type="checkbox"/> Investigative	<input type="checkbox"/> IT and Computers	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Legal	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Management
<input type="checkbox"/> Medical	<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Nursing	<input type="checkbox"/> Office and Administrative Support
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Professional
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Rehabilitation Services	<input type="checkbox"/> Sciences
<input type="checkbox"/> Social Services	<input type="checkbox"/> Software	<input type="checkbox"/> Warehouse

Job Interest Cards	
Fields marked with a "*" are required.	
* Last Name:	* First Name:
<input type="text"/>	<input type="text"/>
* Address:	
<input type="text"/>	
* City:	
<input type="text"/>	
* State:	
== Select State ==	
* Zip Code:	
<input type="text"/>	
* Country:	
US	
Home Phone:	Work Phone:
<input type="text"/>	<input type="text"/>
* Email Address:	
<input type="text"/>	
<input type="button" value="Submit Request"/>	

Applicant User Guide

Search for Jobs

1. Click Find a State Job from the Career Center section.

Career Center

- [Find a State Job](#)
- [Internal Career Opportunities](#)
- [Contact Us](#)
- [Help](#)

2. Select your **Search Criteria** by clicking the checkbox next to the **Category**, **Location**, or **Department** of your choice. The number next to each criterion indicates the number of postings that fall within that particular search criterion.
3. Make your selection(s), and click **Go** underneath the search box. You may also enter keywords to further narrow your search.

Search

Enter keywords (optional): [Explain this](#)

Go or [Clear Search](#)

[Print this page](#)

NOTE: To search for all job postings, click **Go** without making any selections or click **Select All** in any of the search criteria boxes (i.e. category, location, or department).

4. Click the job posting of interest.

12 records found.
Page # 1 of 1 go

Job # ▲	Position ▼	Department ▲	Location ▲	Emp. Type ▲	Salary ▲	Closing Date ▲
02340970	Accountant I	Department of Labor	Lincoln, NE	PERM FULL TIME	\$15.69/Hour	01/29/15
25416077-1	Accountant II	Health & Human Services Department	Lincoln, NE	PERM FULL TIME	\$18.13/Hour	01/28/15

NOTE: If your search did not bring the results you were seeking, click the Back button on your internet tool bar, and renew your search options. Make sure click **Clear Search** to erase your previous selections.

Applicant User Guide

- Review the job posting clearly, noting the Closing Date/Time, duties, minimum qualifications, and other requirements and information. If you wish to apply for this position, click **Apply**.

External Job Opportunities

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Job Title: **Accountant I**

Closing Date/Time: Thu. 01/29/15 11:59 PM Central Time

Salary: \$15.69/Hour

Job Type: PERM FULL TIME

Location: Lincoln, Nebraska

Department: Department of Labor

Requisition #: 201500332

Position #: 02340970

[Print Job Information](#) | [Apply](#)

Returning Users

If you have an existing account, log in with your Username and Password:

Accountant I

Job Details

Apply

Sign in to apply

[Create an account](#)

*Username or Email

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

NOTE: If you forgot your username and/or password, click the **Forgot My Username** or **Reset Password** link below the Login. Enter your email address, you will receive an email with your Username or a Password which will be valid for 72 hours.

Applicant User Guide

Forgot Username

Enter the email address you used to sign up.

*Email

*What's 4+3 ?

Send Username

 [Things to consider](#)

Password Reset

We'll email you instructions on how to reset your password.

*Email

*What's 10+3 ?

Reset Password

 [Things to consider](#)

If more than one profile/application was created in the past, select the one you wish to use. The system will allow you to make changes to the application.

Choose Profile

Save time by selecting an existing profile.

#1

General Application

#2

Probation Officer Trainee

New Users (Create an Account)

If you are a new user, click Create an Account:

Sign in to apply [Create an account](#)

*Username or Email

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

NOTE: Each applicant must have their own unique email account. At the beginning of this guide, there are some links to free email account websites.

NOTE: If you created an account before, you **cannot** use the same email address again to create a new account.

Applicant User Guide

Create a new account [Sign In](#)

ⓘ

Create

NOTE: Your password must be at least eight characters in length, and contain upper and lower case letters, at least one number and one symbol.

NOTE: The Username field is not case sensitive.

NOTE: As you supply correct information for each field, a checkmark on the right indicates that the value is correct, for example:

Create a new account [Sign in](#)

janedjoe@yahoo.com

✓

←

JDoe14

✓

←

●●●●●●●●

✓

←

Create

When you are signed in, your username appears on the right in the top menu bar:



Keep a record of your Username and Password

Applying for the Job

After creating your account, you'll be prompted to import your resume. You can transfer it from LinkedIn or upload it directly from a file on your computer. You can manually fill in your information by clicking the **Skip this step** button towards the bottom of the page.

NOTE: Once this step is skipped, it will no longer be available.

Applicant User Guide

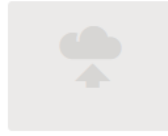
Import Your Resumé

Save time by importing your information into our system automatically



Transfer from LinkedIn

Use your LinkedIn resume information for your new profile. You can edit this info later.



Upload from Computer

Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can

Skip this step

The specific steps that you must complete may vary. After importing your resume, you may still need to complete some sections manually. You can jump between sections of your resume using the drop-down menu towards the top of the page – go through each section and fill out the requested info.

Errors will be displayed in red; you can click the **Edit** button to correct them.

Please fix the errors in the following section.

Driver's License

Driver's License State

Driver's License Number

Driver's License Class

Date of birth

Have proof of your legal right to work in the US?

What is your highest level of education?

No level specified

Edit

You will then see the section(s) with the error highlighted:

Do you have proof of your legal right to work in the US?

☐ Yes ☐ No

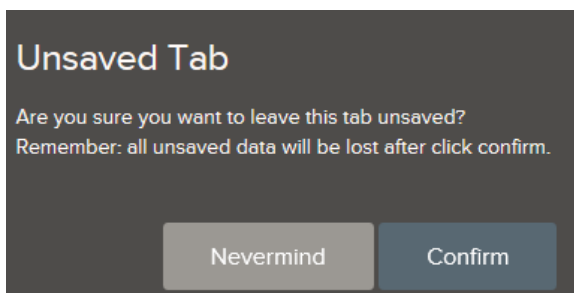
This field is required

Applicant User Guide

After completing a subsection, click the **Save** button to save your entries. Some subsections, such as your work history, have a **Remove** link available to delete that entry from your application:



If you try to navigate away from the page with changes that you haven't saved you'll receive a notification:



Once the section is complete, click the **Next** button at the bottom of the page to move to the next section. Proceed through all sections until all requested information is filled out.

After moving through all sections you'll come to a review page, or you can select the **Review** choice from the drop-down menu – here you can review all sections on the same page, along with any errors.

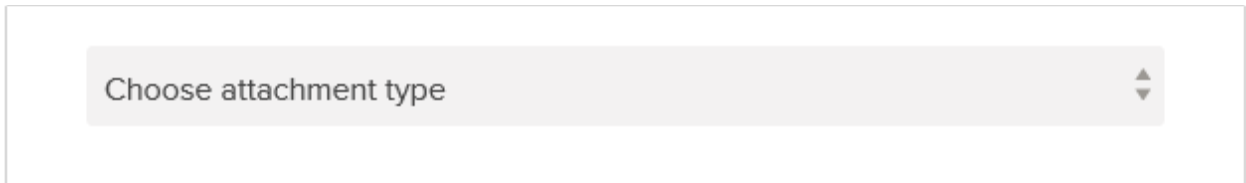
Adding Attachments

At the bottom of the Review section you'll be able to add supplemental attachments to your application, such as a cover letter, references, a Form DD214, or other documents. Click the plus sign icon to add an attachment:

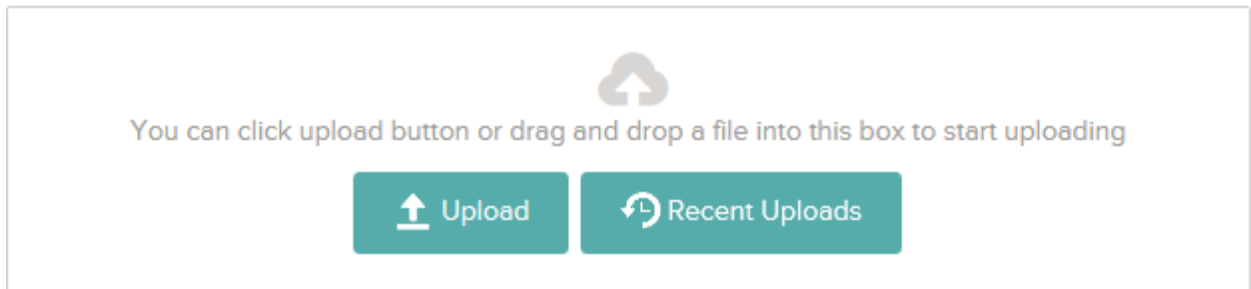
Supported file types: doc, docx, xls, xlsx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, wpd, wp, bmp



You'll then be prompted to choose an attachment type:



After selecting the type, you can choose a file to upload or pick from files you've recently uploaded:

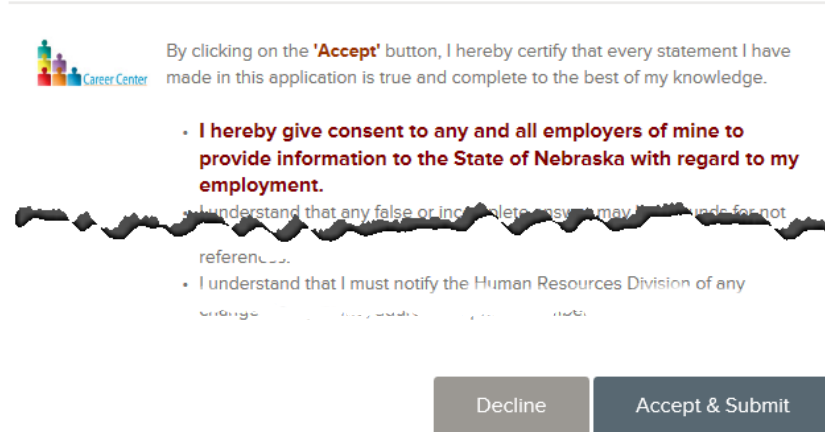


Applicant User Guide

Submitting the Application

Once all sections are completed and error-free, click the **Proceed to Certify and Submit** button at the bottom of the review page or choose the **Submit** selection from the drop-down menu to proceed to the final section of the application:

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge.

- I hereby give consent to any and all employers of mine to provide information to the State of Nebraska with regard to my employment.

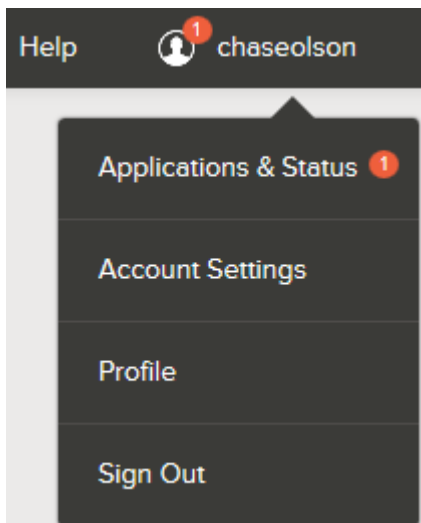
I understand that any false or incomplete answer may be used for not reference.

- I understand that I must notify the Human Resources Division of any changes to my contact information.

Decline Accept & Submit

Click the **Accept & Submit** button to submit your application. You will receive an Application Submitted message to confirm you have applied for the job. Be sure you receive this message since it does confirm the application was successfully submitted.

You can check on the status of the job application by clicking on your username in the top menu bar, then clicking the **Application & Status** choice. The number of In-progress and complete applications is shown next to your username and the Application & Status menu item; in the example below, user chaseolson has one in-progress/complete applications.



Applicant User Guide

Helpful Information for the Job Seeker

- The application is the critical point in the selection and hiring process and must be completed **entirely**.
- When creating your application, keep in mind that the person reading it knows nothing about you and will not make any assumptions about what is stated.
- Take the time to read the entire description of the job you want to apply for, *especially* the requirements.
- Every application submitted is reviewed by the State Personnel Office to determine if it was completed entirely. The next review is to determine if you meet the requirements as written on the job posting.
- You will be notified by email if the application is incomplete, or if the minimum qualifications are not met.
- Be sure to include your entire work history and each level of education attained.
- Complete each field or section of the application, even if it is not a required field. Required fields are marked by an *.
- Some positions include supplemental questions that are related to the job opening. Provide honest and thorough answers. What you say **MUST** be documented in the application itself. Your application will be rejected if the information cannot be verified.
- You may include your resume to supplement what is stated on your application. Be aware that your qualification status is determined solely on information stated on the application.
- Allow yourself time to prepare your application and apply. Avoid applying on the closing date.
- Please allow between 3-5 weeks from the closing date for the hiring agency to determine who will be interviewed. You will be notified by the agency if selected for an interview.

Applicant User Guide

- You may log into your account to learn the status of the job(s) applied for. The following provides information as to each status.
 - **Application Received** – Your application was successfully received. This is the initial step in the State of Nebraska's application process. The State Personnel Office has not yet reviewed your qualifications to determine if the minimum requirements have been met.
 - **Eligible** – Your application has been reviewed for the minimum requirements and you are eligible for referral to the hiring agency.
 - **Position has been filled** – Do not get discouraged. Continue to monitor the openings for positions that match your qualifications.
 - **Review Completed by State Personnel** – Your application has been reviewed and a determination made regarding the minimum requirements.
 - **Under Hiring Agency Review** – Your application has been referred to the agency responsible for making the hiring decision. If you are chosen for an interview you will be contacted by the agency either by telephone or email.
 - **Scored** – The answers you provided to job specific questions have been evaluated and scored. The "Scored" status indicates you met the minimum qualifications and the State Personnel Office has not finalized the screening or referred any candidates to the hiring agency.

NOTE: Continue to monitor your status. If it has not changed two weeks after the job closed, your score did not place you in the top group of candidates.

For Assistance:

State Personnel Staff are available to answer questions and provide guidance into the application process. Call 402-471-2075, Monday-Friday, 8:00-5:00 (Central Time) to speak with a staff member.